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Department of Administrative Services

Surplus Property Division

Steven R. Ekin, Director

Sonny Perdue
Governor

Brad Douglas
Commissioner

May 30, 2006

Dear Property Coordinators,

As you are aware, last month there were some surplus state computers that were sold to the public that contained private information. After this was made public, the Surplus Property Division suspended the transfer of all electronic assets while the electronic material disposal policy was reevaluated.

After reviewing the policy with the state's Chief Information Officer (CIO) Council, the major policy changes are:

- Surplus state computers will not be transferred or sold from state control with a hard drive
- All hard drives must be rendered un-readable **and** removed from a CPU
- The removed hard drives must be transferred to a surplus center for destruction
- Only an agency head or agency CIO may sign a transfer invoice for the disposal of electronic material.

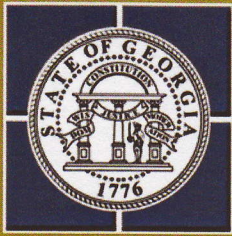
Please review the entire policy for other changes.

Property Coordinators are directed to notify the Surplus Property Division of their agency head and CIO for inclusion in the agency property selector file. This notification can be faxed to 404-463-2912 or may be e-mailed to Tashika Cullins (tcullins@doas.ga.gov). Effective immediately, transfer and disposal requests for electronic material without one of these signatures will not be accepted.

You may contact Tashika Cullins at 770-414-64687 if you have any questions or need additional information.

Sincerely,

Steve Ekin



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Policies & Procedures

DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: Electronic Equipment Disposal Policy

PAGE: 1 of 3

ISSUED: September 26, 2005

REVISED: May 23, 2006

APPROVED BY:

Authority:

The Surplus Property Division is tasked with managing the state's surplus property in an equitable and appropriate manner.

OCGA 50-5-142 "The commissioner of administrative services shall promulgate such rules and regulations as may be required to carry out Code Sections 50-5-140, 50-5-141, 50-5-143, 50-5-144, and 50-5-146 ..."

Purpose: The Department of Administrative Services (DOAS) Surplus Property Division manages the state's surplus property. This policy provides guidelines for the disposal of surplus electronic components.

Policy: It is in the best interest of the state that electronic equipment and components remain in commerce. Regardless of condition, all reasonable effort will be made to redistribute or sell electronic equipment to be utilized for its original purpose.

The transfer authorization form for all electronic material disposals must be signed by either the agency head or agency Chief Information Officer (CIO). Signature by one of these individuals will certify that all electronic disposals are conducted in accordance with this policy. The Surplus Property Division will add these individuals to the agencies authorized signers' file.

Electronic components covered by this policy include (but are not limited to):

- Computers (CPU) (includes desktop, laptop, server)
- Monitors
- Peripherals (includes keyboards, mouse, speakers)
- Printers (includes all types, laser, inkjet, bubble jet, dot matrix, plotters, etc.)
- Scanners
- Copiers
- External data storage/back-up devices
- Hubs and Routers
- Digital Projectors
- PDA's
- Pagers
- Fax Machines
- Typewriters
- Telephone Systems and Handsets, Cellular Phones

Policies & Procedures**SUBJECT:** Electronic Equipment Disposal Policy**PAGE:** 2 of 3

Calculators
Answering Machines
Television Sets and Video Monitors
DVD and VCR Players/Recorders
Radios, CD Players and Stereo Equipment

State entities disposing of computer equipment must ensure that all data and programs have been removed or the drive is rendered unreadable prior to disposal and that the hard drive has been removed from the unit. Data removal methods include the use of commercially available "disk cleaning" programs, degaussing, or hard drive destruction (drilling, crushing, etc.). Once hard drives have been properly "cleaned" or rendered inoperable, all removed hard drives must be transferred to a Surplus Center for final destruction. *Under no circumstance will hard drives be redistributed or sold to local governments, eligible non-profit organizations, or to the public at large.*

Electronic components that are not in commerce are subject to environmental regulations. Any electronic components that have been designated as scrap must be transferred to a Surplus Center for disposal. *Under no circumstance will state entities dispose of electronic components as refuse (trash, landfills, etc.).*

Procedures:**Computer (CPU) Disposal: (includes desktop, laptop, server)**

Once a state entity declares the equipment surplus, the entity must:

- Identify the system components and tag the equipment with the Computer Components label shown below. If all surplus systems are identical, one "lot" Computer Components label may be utilized.
- Remove all state identification tags
- Ensure that media has been removed from all "data recording devices" (floppy, CD, tape, memory stick, etc.)
- The hard drive must be degaussed or overwritten with a commercially available "disk cleaning" program and then removed. Hard drives may also be removed and rendered unreadable by drilling or crushing.
- All hard drives must be removed, cleaned and/or rendered inoperable and sent to the appropriate Surplus Center for final destruction.
- Any equipment that is designated as electronic scrap must be sent to a Surplus Distribution Center for disposal. The Surplus Property Division will ensure that all electronic scrap components are disposed of in accordance with applicable

environmental regulations. Proceeds from the disposal of electronic scrap items will not be returned to funded agencies.

- CPUs may be disposed of through established "off-site" procedures; however, no components may be sold that contain a hard drive. The transfer request must be signed by the authorized agency IT signer (either the agency head or agency Chief Information Officer), whose signature certifies that the hard drives have been removed. Hard drives must be listed on a separate transfer form and sent to the appropriate Surplus Center for destruction.

Computer Components Label

The Computer Components label is formatted to be printed on 3 1/3"x4" stock (Avery #5264). Labels may be requested from Surplus Property Division.

Computer Components		
Processor/ MHz	<input type="checkbox"/> Less than Pentium _____	<input type="checkbox"/> Pentium 1 _____
	<input type="checkbox"/> Pentium 2 _____	<input type="checkbox"/> Pentium 3 _____
	<input type="checkbox"/> Pentium 4 _____	<input type="checkbox"/> Other _____
Hard Drive:	<input type="checkbox"/> _____ Gb	
	<input type="checkbox"/> Removed	<input type="checkbox"/> Degaussed <input type="checkbox"/> Over-Written
RAM:	<input type="checkbox"/> Removed	<input type="checkbox"/> _____ Mb
Drives:	<input type="checkbox"/> 3.5" <input type="checkbox"/> CD <input type="checkbox"/> CDRW	<input type="checkbox"/> DVD
Modem:	<input type="checkbox"/> Removed	<input type="checkbox"/> _____ kb
Either/Network Card	<input type="checkbox"/> Removed	<input type="checkbox"/> Installed
Power Supply:	<input type="checkbox"/> Removed	<input type="checkbox"/> Installed

Non-CPU Electronic Material

Electronic material (other than CPUs) may be disposed of by:

- Transferring to another state entity
- Transferring to a Surplus Center
- Redistributing to eligible local government entities or non-profit organizations
- Sold to the public through established "off-site" sales procedures

All state identification tags must be removed from equipment.

Electronic materials that are designated as scrap must be sent to the appropriate Surplus Center for disposal.